

**METRO RICHMOND
LOCAL HUMAN RIGHTS COMMITTEE
Richmond Behavioral Health Authority
107 South 5th Street
October 19, 2011
5:30pm**

DRAFT MINUTES

Committee Members Present James Wallace, Chair, Jennifer Spangler, and Amanda Simons

Committee Members Absent: None

Staff Support: Carrie Flowers, DBHDS Office of Human Rights); Laura Nguyen (**RBHA**) and Dee Allen (**RBHA**)

Affiliate Members Present:Dion Nevers **Human Resources**; Chris Brown and Tonya Perotte **J & D Residential**; Wendy Hall **Child Savers**; Carolyn Trimmer **RAARC**; Laura Nguyen **RBHA**; Beverly Bell and Kathryn Doddridge **Bon Secours Richmond Community Hospital**; Renee Smith **Y-CAPP**.

Affiliate Members Absent: Faith Residential, Metro Treatment of Virginia, Northwestern NHS

I. Welcome/Call to Order/Introductions

Mr. Wallace called the meeting of the Metro Richmond LHRC to order at 5:47 pm

II. Public Comment --- Announcement

- Logisticare Advisory meeting will be held on Wed. the 26th 10:00 am – 12:00 noon – Carolyn Trimmer will follow up with sending location/flyer TBA

III. Review of Minutes

Draft Minutes of the Metro Richmond LHRC meetings held on August 17 2011 were reviewed and a motion was made and properly seconded to accept the Minutes as written.

IV. Treasurers Report

The RBHA report shows the Affiliates' fund to have a current balance of \$2, 616.96 the balance does not include the cost of the dinner tonight, \$239.40 and \$166.78 for mail to members resulting in a balance of \$2,210.78. A motion was made and properly seconded to accept the Treasurers report as written.

V. DBHDS OHR

- Carrie Flowers presented the following issues as related to the new report form:
- Carrie does not work in the Office of Licensure therefore; her name does not go in the top section of the ***Provider Quarterly Report of Human Rights Activities*** that asks for the name of the Licensing Specialist. Please do not include her name on the report. Providers and the assigned Licensing Specialist may be found on the DBHDS website in the Licensing section.
- Please complete each of the questions on page three of the report and specify the actions taken to support the LHRC and the recruitment of members.

- Two volunteers are needed for the Metro Richmond LHRC in order to comply with the SHRC standards for the makeup of LHRC members; one of the volunteers needs to be a health care provider. It is hoped that individuals can be interviewed at the next LHRC meeting in December.
- Every peer-to-peer incident should be reflected on the new report form and looked into for possible neglect.
- All licensed services need to be reported separately thus, service areas should be reflected on their own distinct Provider Quarterly Report forms

VI. Old Business: None

VII. New Business:

Dee Allen will be assisting with the support to the Metro Richmond LHRC. Please send one copy only, of your Quarterly Report to allendec@rbha.org or call 819-4089 or fax 819-5221

- New Service Modifications Requested
 - **AES** – not present at the meeting
 - **Bon Secours Community Hospital** – adding Adult MH DX. Recommendation: Motion was made and properly seconded to approve the requested modification of the intensive outpatient program beginning 2/13/12.
 - **YCAPP** – Re-request therapeutic after school program – presented LHRC Chair and committee members with a copy of verification letter. The start date will be no sooner than November 21st 2011. Motion was made and properly seconded to approve the requested modification.

VIII. Affiliate Presentations

Human Rights Activity Reports were received and accepted from the following affiliate providers:

- **Faith Residential** (*report received, absent for presentation*)
- **Human Resources**
- **J & D Residential**
- **Child Savers**
- **Metro Treatment of Virginia** (*absent and report not received*)
- **Northwestern NHS** (*report received, absent for presentation*)
- **RAARC**
- **RBHA**
- **Bon Secours Richmond Community Hospital** (*report received at meeting*)

XI. Adjournment: 7:12 p.m.

Date, Time, Location for next meeting

The Metro Richmond LHRC will meet on December 14, 2011 at 5:30pm at the Richmond Behavioral Health Authority